

**2011**

**INSTRUMENTAL AND VOCAL TUITION HANDBOOK**





St Ursula's College is pleased to offer music lessons on a wide range of instruments with experienced tutors who are themselves outstanding musicians. Tuition is available for guitar, strings (violin, viola and cello), woodwinds (flute, clarinet, saxophone and bassoon), brass (trumpet, trombone and lower brass), piano, voice and drums/percussion.

### **TUITION FEES & STRUCTURES**

All lessons are charged at a rate of \$29 per half hour individual lesson or \$15 for a shared lesson (*2 students*).

Individual and shared lessons are of 30 minutes duration and generally take place during school hours, although special arrangements may be made for before and after school lessons, where convenient for the tutor. Where possible, students will be scheduled for their lesson during their classroom music time or study classes in the case of senior students.

Tuition fees are invoiced directly by the tutor at the beginning of each term and are payable within 14 days. The invoice will include the number of lessons occurring that term and the total due. Please note that music tutors are not employed by the College therefore cheques should be made payable to the respective tutor. Students who fail to pay their fees by due dates will not be given further lessons until payment has been received.

In addition to tutor fees students will be charged an administration fee of \$10 per term. This fee will be included in your daughter's school fees and helps offset some of the costs associated with implementing this program.

### **SHARED LESSONS**

The College wishes to state that in order to achieve excellent results in the study of a musical instrument, individual tuition is a much more beneficial situation. Whilst every effort is made to place students into paired tuition, it is sometimes difficult to pair a student with someone of like ability. In this instance, an individual lesson of 20 minutes duration will be given at a cost of \$20 per lesson.

### **CONDITIONS OF TUITION**

Each student who enrolls for instrumental or voice lessons at school is expected to attend all lessons. Students entering the program will receive contact details about their tutor, lesson time, venue and a lesson pass that will enable them to leave and enter classes. Students will also be expected to get their student diary signed by the music tutor each week as a record that their lesson occurred.



It is important that students notify their private tutors directly at least 48 hours in advance if they are unable to attend a lesson due to a school related activity (i.e. excursion, camps, sporting commitments etc). In the case of illness, the parent/carer should notify the tutor before 7.30am on the day of the lesson. There will be no charge for a lesson missed due to illness as long as contact is made with the tutor. Lessons missed for no reason (e.g. student forgot), will be forfeited and will not be rescheduled.

## **DISCONTINUATION**

Notice of withdrawal from lessons is required in writing or via email to both the Music Department and the tutor at least one term in advance. Students may only withdraw at the end of each term.

## **PROGRESS REPORTS**

Students are given reports on their progress at the end of each semester. This report also includes the number of lessons students attended.

## **INSTRUMENT HIRE**

The College is currently only able to offer a small number of instruments directly to students for hire at a cost of \$40 per term. These include trombones, euphoniums, violins, clarinets and flutes. If your daughter is interested in learning a different instrument we recommend that parents investigate the various music instrument hire companies. Engadine Music (9520 3044) is our local provider offering a comprehensive hire purchase program for a range of instruments.

## **PRACTICE COMMITMENT**

Learning an instrument is a serious commitment and requires students to practice regularly in order to consolidate concepts presented by the teacher.

## **ENSEMBLES**

Ensemble playing is an integral part of any instrumental / vocal study and students are encouraged to join one of the College music ensembles once they are technically proficient on their chosen instrument.

## 2011 ENROLMENT PROCESS

Please return a completed Instrumental and Vocal Tuition Enrolment Contract to the Music Department by **Monday 6th December**.

Post: Music Department, P.O. Box 142, Kingsgrove NSW 1480  
Fax: 95543581  
Email: [lisa.warland@stursulakingsgrove.catholic.edu.au](mailto:lisa.warland@stursulakingsgrove.catholic.edu.au)

If you have any further questions please contact Ms Lisa Warland or Ms Connie Frino through the College office or via email.

